



**Vacancy Announcement
U.S. Embassy
Algiers, Algeria**

Vacancy Announcement (VA)
56-2012

OPEN TO: All Interested Candidates
POSITION: Visa Assistant FSN-08*; FP-06** (Please refer the position title or VA number in your application to be considered)
OPENING DATE: November 26, 2012
CLOSING DATE: December 10, 2012
WORK HOURS: Full-time; 40 hours/week
COMPENSATION: DZD 923,619* (Grade 8)

ALL APPLICATIONS MUST BE SUBMITTED IN ENGLISH

*This represents the total annual compensation including salary, bonus and benefits.

**Not-Ordinarily Resident (NOR); Salary to be confirmed by Washington.

NOTE: NON-ALGERIAN RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Algeria is seeking an individual for the position of Visa Assistant in the Consular Section.

BASIC FUNCTION OF POSITION

The jobholder specializes in Visa processing. The incumbent must screen incoming documentation and information from a variety of sources (public centers, email, phone calls, etc) to organize and track visa requests according to a complicated set of laws and procedures so that the consular officer can make decisions and ensure that the legal requirements of the application have been met. Procedures are generally standard and policies are clearly defined. The employee receives work assignments and tasks according to standard operating procedures and then inputs relevant data into an established process.

Please contact the HR Office if you wish to review a copy of the complete position description listing all duties and responsibilities of the position.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Required Education: Completion of secondary school and at least two years college or

university studies.

2. Prior work experience: Two years prior work experience in an office setting is required.

3. Language Proficiency: Level 4 English, French and Arabic is required.

4. Job Knowledge: A thorough knowledge of visa application procedures, a good working knowledge of visa regulations and standards knowledge of U.S immigration law are required. Additionally, a solid understanding of the consular function and the mission of the U.S. Embassy in Algiers is essential.

5. Other Skills and abilities: Exercise of tact and diplomacy while dealing with the public and contacts. Ability to work under pressure and utilize good judgment while working within a relatively complex framework of duties and procedures. Ability to communicate well orally and in writing in French, English and Arabic

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest and budgetary restrictions in determining successful candidacy.
2. Current employees serving a probationary period (6 months or 1 year) are NOT eligible to apply.
3. Eligible Family Members that currently hold a Family Member Appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

SELECTION PROCESS

Eligible Family Members and U.S. Veterans will be given preference when considered equally qualified for Embassy Vacancy Announcements. Therefore it is essential that the candidates address the required qualifications as specified in the application.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff of Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE DS-174.
3. Candidates who claim U.S. Veterans preference must provide a copy of their form DD-214 with the application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

4. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirement of the position as listed above.

THE DOCUMENTS REQUESTED ABOVE MUST BE SUBMITTED OR THE APPLICATION WILL NOT BE CONSIDERED.

CLOSING DATE FOR THIS POSITION: December 10, 2012

The US Mission in Algeria provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

Point Of Contact:

Submit Application to: **Human Resources Office**
Attention: Visa Assistant, Vacancy Announcement # 56-2012
Point of Contact: Human Resources Office
Fax to : 0770 082 288
Post to: BP 408 16000 Alger Gare
E-mail to: **usembassyalgiers_app@state.gov**